

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 14, End Date 07/15/2005</b>
Number of Days/Hours in Pay Period	<b>11 days (10 + Hol) / 82.50 (75 hrs + 7.5 Hol) (Div. of Finance Pay Period Days/Hrs 2005)</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>None</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the appropriate calendar for your Tech Center</b>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up	<b>Same as above</b>
Cash In Cut off Date	<b>7/20/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 7/1/05 –7/15/05	<b>7/19/2005</b> *Actions need to be received by 10:00 a.m. to be processed, anything received after this date/time may not be processed in time for payroll. <b>Please send actions in as you receive them, do not “wait” until the cutoff date.</b>
<b>Warrant Information:</b>	<b>Official Payday is 7/29/2005</b>
Warrant mail Date:	<b>7/26/2005</b>
Direct Deposit:	<b>7/27/2005</b>

## Hot Topics:

**Employee Call Center:** Please direct employees to the Employee Call Center when they have general questions about their pay and employment. The Employee Call Center phone number is (907) 465-3009.

**Reminder:** Technical services only needs one copy of a document! If you have sent the original, do not fax it. If you have faxed documents, do not send the original. Please only send/fax documents once, thanks!

**Quote:** *“I have had dreams and I’ve had nightmares. I overcame the nightmares because of my dreams.” ~ Jonas Salk*

## Group contact info:

**Please call your Tech Services contact if you have any questions.**

**H&SS Technical Services :** H&SS TS has no additional information.

**Juneau Office – FAX: 465-2384. Anchorage Office – FAX: 561-0600.**

**DOT Technical Services: FAX: 465-2019.** DOT welcomes Elias Barger (465-8998) to our team, Elias promoted from the technical services support staff – congratulations!

**Public Protection Tech Services: FAX: 465-2202, or 465-3381.** Public Protection TS has no additional information.

**Resources Technical Services: FAX: 465-4825 or 465-5511.** Resources TS has no additional information. The EFF Hotline number is 1-800-478-2625.

**General Technical Services: FAX: 465-1888 or 465-2475.** General Agencies TS has no additional information.

## Useful websites:

Division of Finance

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>

Retirement & Benefits

<http://www.state.ak.us/local/akpages/ADMIN/drbr/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/drbr/dcp/dcp.shtml>

GGU Health Trust

<http://www.aseahealth.org/>

LTC Local 71 Trust

<http://www.local71.com/benefits/index.htm>

**Current forms** - Division of Personnel web site - <http://dop.state.ak.us>, Quick Links, [HR Forms](#).